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Fire & Rescue Division Hazardous Materials Section

BULLETIN # 20 (Version 1.5)

CALIFORNIA STATE HAZ-MAT MUTUAL AID ROSTER and HMRT MOBILIZATION

This Haz-Mat BULLETIN # 20 will be helpful to explain to all haz-mat team members what happens if and when your agency is asked to participate in a hazardous materials mutual aid request when activated through the CalEMA Fire & Rescue Division State Mutual Aid System. For more information regarding a detailed explanation as to how to either initiate (request) or accept (respond through dispatch) a hazardous materials mutual aid request through the State Mutual Aid System, **please see** Haz-Mat Bulletin #29, "*How To Request a Haz-Mat Mutual Aid using the Cal/EMA Fire & Rescue State Mutual Aid System*".

WHAT HAPPENS AFTER WE PASS THE HAZ-MAT TEAM TYPING INSPECTION?

Those agencies that have passed the Cal/EMA Fire & Rescue Division *Hazardous Materials Team Typing inspection* and have achieved a Haz-Mat Type 1, Type 2, or a Type 3 certification, the specified Company (your agency numerical designation for the unit) is then added to the Haz-Mat Team Mutual Aid Roster. It is an EXCEL table that is maintained by Fire & Rescue Branch, Special Operations. It is important that we indicate each Company by proper Operational Area three-letter designator (i.e. XKE for Kern County Operational Area) and the agency's three-letter designator (i.e. BKF for Bakersfield Fire Dept). Certified teams are also identified by Zip Code number as this identifies a geographical area.

All this information is helpful in order to accurately indicate positioning of the Company on GIS over-lays of the State of California. Zip codes are further helpful to determine closest units to an event, and to determine estimated response distances and probable response times.

This EXCEL table is accessible by all Chief Officers of the Fire & Rescue Branch, FIREScope and the Warning Center. Similar EXCEL tables are maintained for the certified Swift Water Rescue teams, the Urban Search & Rescue teams, and the Technical Rescue teams.

These EXCEL tables are sent out and distributed on a regular basis to all six Regional Area Mutual Aid Coordinators. The Regional Area Coordinators are expected to pass on that information on a

regular basis to all Operational Area Coordinators and the Operational Area Dispatch centers within their respective Region to keep them informed.

A few examples are shown in the facsimile table below:

CERTIFIED HAZ-MAT TEAMS, BY TYPE (Abbreviated) – AS OF 3/19/14						
	AGENCY	Operational and Local Identifier	Region	Unit Designation	Attained	Zip Code
TYPE 1	Roseville City Fire	XPL-RSV	IV	HM-1	10-26-06	95678
	Sacramento City Fire	XSA-SCR	IV	HMRT-7	12-27-06	95823
	Alameda County Fire	XAL-ACF	II	HM-12	3-10-08	94546
	Glendale City Fire	XLC-GLN	I	HM-24	2-26-08	91204
TYPE 2	Contra Costa County JPA	XCC-CCH	II	HM-1	11-1-07	94553
	San Ramon Fire Prot. Dist	XCC-SRM	II	HM-35	6-19-09	94506
	Truckee Fire Prot. District	XTB-TRK	IV	HM-1	10-6-08	96161
TYPE 3	Long Beach Fire	XLF-LOB	I	HM-24	2-26-08	90802

WHO PARTICIPATES IN THE STATE-WIDE HAZARDOUS MATERIALS MUTUAL AID PROGRAM?

First, any entity that agrees to participate in the California Fire & Rescue Statewide Mutual Aid System. Then if they also have a hazardous materials response team, there are several criteria:

1. Any agency who manages a hazardous materials response team program, and;
2. The haz-mat team(s) must have passed the team typing inspection for certification to Type 1, Type 2, or Type 3, and;
3. The agency agrees and understands that a Cal EMA Fire & Rescue request for Haz-Mat Team resources may require response for considerable distances out-of-jurisdiction and for prolonged periods of time, and;
4. Participation in the mutual aid program is voluntary.

Any agency agreeing to the above noted criteria is now a participant in the state-wide Fire & Rescue Mutual Aid System for hazardous materials company response. This means that a request for haz-mat team mutual aid assistance (emanating from and/or through the Cal EMA Fire & Rescue system) may be directed to your agency. A request may be for a variety of different resources:

1. A Single Company Resource.* The request is for just one certified Haz-Mat Team company.
2. A Haz-Mat Task Force.* The request is for several (usually up to five) resources but with different levels of typing, and a Task Force Leader. The Task Force may be pre-assembled and caravan to the incident, or may be directed to respond directly to the incident and form into the specified Task Force upon arrival.
3. A Haz-Mat Strike Team.* The request is for several (usually up to five) resources all with the same level of typing (i.e. all Type 1), and a Strike Team Leader. The Strike Team may be pre-assembled and caravan to the incident, or may be directed to respond directly to the incident and form in the specified Strike Team upon arrival.

*See definitions for these terms in the FIESCOPE Field Operations Guide.

IF WE ARE CONTACTED TO RESPOND, IS IT MANDATORY?

No. There is a mandate that requires all fire department agencies in the state to be signatory to the *California State Mutual Aid System and the Emergency Mutual Aid Plan*. This means that all fire agencies will participate within the program when an emergency arises. However, this is only so long as it does not impact the emergency response capabilities of a particular agency negatively. At the time a particular agency is in receipt of an official CalEMA request for mutual aid for specified equipment, that agency can at the time of request turn down and deny the request for mutual aid when such a request will negatively impact local response disciplines. For example, if

at the time of a Hazardous Materials Response Team mobilization request for single company resource, Strike Team, or Task Force, the agency being requested to participate cannot do so because of increased local or regional fire activity, or their Haz-Mat Team and unit is unavailable, or their current staffing status is negatively impacted, etc., then that agency can deny the request for participation in the mutual aid with no negative impact.

WHAT IS THE MUTUAL AID PLAN?

The *California Fire Service & Rescue Emergency Mutual Aid Plan* is an extension of, and supportive document to, the California Emergency Plan. The purpose of the Mutual Aid Plan is to provide for systematic mobilization, organization and operation of necessary fire, rescue, and hazardous materials resources of the state and its political subdivisions in mitigating the effects of disasters, whether natural or man-caused. Further, the Mutual Aid Plan provides for the following:

1. Creates a formal structure for the provision of mutual aid.
2. Provides that no party (participating agency) shall be required to unreasonably deplete its own resources in furnishing mutual aid.
3. Provides that the responsible local official in whose jurisdiction and incident requiring mutual aid has occurred shall remain in charge of said incident.

If you do not have a copy of the *Fire & Rescue Division Mutual Aid Plan* it is strongly recommended that you obtain one and place it in possession of your trained Strike Team Leaders, and with each of your haz-mat companies. It is downloadable from:

<http://www.caloes.ca.gov/FireandRescue/Pages/Documents-and-Publications.aspx#>

WHAT IS THE STRIKE TEAM LEADERS' MANUAL?

It is a manual published by the Fire & Rescue Division. Basically it guides the Task Force/Strike Team Leader in the assembly and response of the resources assigned to him. Further, it contains guidance in the operation, management and direction of his resources at the incident. It contains check-off lists and includes lists of duties and responsibilities of the Task Force/Strike Team Leader.

For example, at the time of a requested mobilization of a Haz-Mat Task Force or Strike Team (of any type), the Leader is prompted by the Manual to insure he is in receipt of the following information as the Task Force or Strike Team is forming up:

1. The requesting agency
2. The Incident Name
3. Incident Order Number
4. Incident Request Number
5. Strike Team number
6. Travel Route (or one planned by the Leader)
7. Reporting location
8. Communication Frequency

The *Strike Team / Task Force Leaders' Manual* includes many (but not all) of the ICS forms and instructions on how to properly complete them. It also contains information on the statewide radio frequency plan, including the frequencies for many of the radio channels.

If you do not have a copy of the *Fire & Rescue Division Mutual Aid System Strike Team / Task Force Leader Manual*, it is strongly recommended that you obtain one for each of your trained Strike Team Leaders, and for your haz-mat company(s). Please see and review Bulletin #30 *How*

To Obtain a *Strike Team Leaders' Packet* for instructions, sources, and further information. The 5 / 2009 edition is downloadable from:

<http://www.caloes.ca.gov/FireandRescue/Pages/Documents-and-Publications.aspx#>

IS THERE RESPONSE CRITERIA WHEN WE ARE ACTIVATED FOR A HAZ-MAT MUTUAL AID REQUEST?

Yes, there are several. When an agency has been contacted if they can agree to send one of their Haz-Mat resources out of jurisdiction in a mutual aid mobilization, the following criteria must be followed:

1. The response unit must contain, at the time of the mobilization request, all of the equipment that was inspected for the units' Team Typing Certification. This may require the inclusion of an additional vehicle such as a trailer that contains some equipment and tools not otherwise included on the specified response unit.
2. The response unit and the team as a whole, at the time of the mobilization request, must meet the type of team being requested, i.e. **Type 1**, **Type 2**, or a **Type 3**.
3. Staffing and training level of the Haz-Mat Team, at the time of the mobilization request, must conform to the FIRESCOPE hazardous materials chart on *Hazardous Materials Company Types and Minimum Standards* (Refer to the FOG Guide document ICS-420-1, Chapter 14):
 - a. Type 3 staffing – five (5), to CSTI Hazardous Materials Technician (HMT)
 - b. Type 2 staffing – five (5), to CSTI Hazardous Materials Specialist (HMS)
 - c. Type 1 staffing – seven (7), to CSTI Hazardous Materials Specialist and CSTI Weapons of Mass Destruction/Terrorism (HMS-WMD)
4. Be prepared to respond at the time of notification and mobilization request for "Initial Attack", or "Immediate Need", or "Planned Need". The requesting agency should convey through the dispatch procedure not only the type of resources needed as reviewed above, but also the urgency of the response:
 - a. **Initial Attack:** The hazardous materials incident is dire, it is out-of-control, it is of significant size that the threat to life and property is imminently threatened by the event, and there is an urgent need for Haz-Mat Team mutual aid. This response is "Code Three".
 - b. **Immediate Need:** The hazardous materials incident is not quite so severe, but a swift response is still needed. This response is either "Code Two" or "Code Three".
 - c. **Planned Need:** Usually includes a response that will not include intervention by the responding resources until the next operational period or a designated time. This response is "Code Two"

Response Mode	Time Frame	Criteria
INITIAL ATTACK: Code Three	Respond Instantly at time of activation request and dispatch (As quickly as is possible)	<ul style="list-style-type: none"> Life and property imminently threatened Closest available resources within operational area or adjacent operational area Resources to rendezvous at the incident
IMMEDIATE NEED: Code Two or Three	Respond within 30 minutes of activation request and dispatch	<ul style="list-style-type: none"> Life and property threatened Any available resources within operational area or adjacent operational area May or may not rendezvous prior to departure
PLANNED NEED: Normally Code Two	Planned Arrival (Usually within 2 hours of activation request and dispatch)	<ul style="list-style-type: none"> Resources respond within the operational area, adjacent operational area, region, or the state. Response is planned for the next operational period or as determined by the requesting agency Usually will rendezvous prior to departure Caravan as a Task Force or Strike Team within the 2 hour time-frame

WHAT DO WE DO WHEN WE GET THERE?

Upon arrival at the designated incident the Strike Team / Task Force Leader or the individual Haz-Mat Resources must report in. If instructed to report to a "Staging Area", find the Staging Area Manager and receive your assignments. If no Staging Area has been designated, locate the Command Post and check in with either the Incident Commander or the designated Liaison Officer to receive your briefing and assignments. In large events, Divisions and/or Groups may have been established, including a Hazardous Materials Group. In this case, the Strike Team / Task Force Leader or the Single Company Resource (Haz-Mat) Officer should be directed to report to the Haz-Mat Group Supervisor.

Please refer to and review the following documents for more information:

POSITION	DOCUMENT	PAGE
Strike Team / Task Force Leader	FOG ICS-420-1, Chapter 8	Page 8-5
Single Company Resource	FOG ICS-420-1, Chapter 8	Page 8-7
Hazardous Materials Group Supervisor	FOG ICS-420-1, Chapter 8 FOG ICS-420-1, Chapter 13	Page 8-4 Page 13-8

The entire Chapter 14 "Hazardous Materials" portion of the FIREScope Field Operations Guide (ICS-420-1) should be well known and understood by the members of the mobilized hazardous materials resource. It contains complete descriptions and duties of all of the ICS positions within the Haz-Mat Group and their respective position check-off lists. Copies of the FOG can be accessed and downloaded at:

<http://www.firescope.org/ics-8x11-fog.htm>

ARE THERE SPECIAL FORMS AND CHECK-OFF LISTS FOR HAZ-MAT MUTUAL AID?

Yes. The most important packet of pre-designed forms are the standard FIREScope ICS forms. There are about 26 different forms. Those most closely associated to the particular incident should be used. Your Task Force/Strike Team Leader should have a packet of them ready to go at all times. However, these forms are accessible at any time on the FIREScope web page and are printable in PDF format.

<http://www.firescope.org/ics-forms.htm>

The Hazardous Materials organizational module of the ICS is designed to provide an organizational structure that will provide necessary supervision and control for the essential functions required at virtually all Hazardous Materials incidents. This is based on the premise that controlling the tactical operations of companies and movement of personnel and equipment will provide a greater degree of safety. The Hazardous Materials Group Supervisor (or the Hazardous Materials Branch Director, if activated) will direct primary functions, and all resources that have a direct involvement with the hazardous material will be supervised by one of the functional leaders or the Hazardous Materials Group Supervisor.

Further, it is important for any Haz-Mat Team to have all of the appropriate FIREScope ICS Position Manuals which explain in detail all of the functions and responsibilities of each position within the Hazardous Materials Group. There are eight of them. They can be accessed and printed from PDF files at:

<http://www.firescope.org/ics-hazmat-pos-manuals.htm>

HOW SHOULD WE PREPARE FOR A POSSIBLE ACTIVATION AND RESPONSE?

FIRST: If your agency, - at the time of a Cal/EMA Mutual Aid request, - has also been asked to provide a *Strike Team Leader*, then the documents as listed below comprising a **STRIKE TEAM LEADER'S KIT PACKET** (put together by the Fire & Rescue Branch) should be pre-assembled and provided at the ready (See Bulletin #30). It is imperative that this packet accompany anyone who is or will be a Strike Team Leader.

A CalEMA Fire & Rescue Branch **STRIKE TEAM LEADER'S KIT PACKET** should consist at the minimum of the following documents:

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| • Strike Team Leaders Manual | 1 each |
| • ICS 214 – Unit Log form | 14 each |
| • Cal/EMA F-42, Emergency Activity Record | 14 each |
| • Cal/EMA Strike Team Control Record | 2 each |
| • Cal/EMA Operations Bulletin #8 “Emergency Activity Record: | 1 each |
| • Cal/EMA Mail/Storage Envelope | 1 each |
| • Cal/EMA Strike Team Identification Stickers, (Window/Bumper) | 12 each |
| • Fire & Rescue Mutual Aid Plan | 1 each |

These kit packets are available by contacting your CalEMA Fire & Rescue Region Assistant Chief. Also, at the time of a CalEMA mutual aid mobilization, the Assistant Chiefs that you will be reporting to at the scene of the incident will also have available and will pass out these **STRIKE TEAM LEADER'S KIT PACKETS**.

SECOND: Many fire departments in California have developed **STRIKE TEAM “GO” KITS**, particularly in anticipation to be requested to participate in a Strike Team mobilization during peak forest fire and grass land fire seasons. From experience gained by response to long campaign incidents (i.e. forest fires, floods, earthquakes, etc), the idea of these kits is to augment ordinary personal comforts of life for long durations of time away from agency and family.

These are individual kits assembled in a duffle bag type carry-all, and stored at the fire station. When a message is received by the on-duty personnel at the station that their resource is being activated for haz-mat mutual aid, these kits are quickly transferred to the response vehicle or an accompanying staff vehicle. This saves considerable time in the assembly of a Task Force or a Strike Team even if requested to respond as a “Planned Need”. Remember, it may be some time before meals and a place to sleep can be arranged even after you arrive at your destination. The weather may be completely different than your local conditions. Being properly prepared strengthens personal confidence and security.

A typical **STRIKE TEAM “GO” KIT** can consist of the following:

- a. Agency assigned SAFETY GEAR and items:
 - All assigned safety gear, to include standard issue turnouts, helmet, boots, gloves, goggles
 - Additional assigned safety gear such as flame retardant jump suits, grass land fire fighting clothing
 - Fire shelter, and SCBA face piece
- b. Individual PERSONAL Items:
 - Personal credit card or ATM card
 - Personal telephone calling card
 - Extra cash, to be used for food, phone calls, and other needs while en-route

- At least one change of underclothing, i.e. shorts, T-shirt, socks
 - For cold weather, an insulated rain jacket, sweat shirt, long johns
 - Personal items to include: toothpaste and brush, shaving gear, toilet paper, cloth towel, replacement eye glasses or contact lenses, suntan lotion, soap, comb, scissors
 - Appropriate prescription medication
 - Sleeping bag, sleeping pad, small ground cloth
 - Personal first aid kit
 - Flash light with extra batteries
 - Portable AM/FM radio
 - Map of State of California or Map Book of same
 - Clipboard, writing implements, tape
 - Canteen (or Igloo cooler on board the apparatus)
 - Immediate need munchie food (peanuts, energy bars, hard candy)
- c. Regarding phone numbers, the following should be included:
- Personal family contacts
 - Your agency contacts
 - Operational Area Coordinator Dispatch Center
 - Cal EMA Fire and Rescue Branch main (916-845-8711)
 - Cal EMA Fire and Rescue Branch EOC (916-845-8670)
 - Cal EMA Warning Center (800-421-2921) or (916-845-8911)

THIRD: In addition to the above described personal STRIKE TEAM “GO” KIT, a smaller kit is sometimes pre-assembled and held in ready by the agency for support of a Strike Team Leader or for the Captain or officer of a Single Company Resource. This agency assigned **SPECIAL ITEMS KIT** is also optional and is determined by the agency.

- d. Agency assigned **SPECIAL ITEMS KIT** (Optional, depends upon agency protocols):
- Agency assigned fuel card
 - Agency assigned credit card for miscellaneous purchases, lodging
 - Set of assigned walkie talkies, per local agency operating procedures
 - Set of replacement rechargeable batteries
 - Cell phone, per local agency operating procedures
 - Agency provided State Map Book(s)
 - Set or packet of pre-printed FIREScope ICS forms
 - Set or packet of local agency’s required forms
 - Set or packet of other forms (i.e. OSHA injury reports, accident reports, etc.)